



**GA BUILDING COMMON CONFERENCE ROOM  
ACTIVITY APPLICATION**

*Use this form to request the use of common conference room meeting space in the GA Building*

**DRAFT September 30, 2009**

Submit a complete application by: **EMAIL** ----- XXXXX@ga.wa.gov  
**MAIL** ----- PO 41000, Olympia, WA 98504-1034  
**IN PERSON** – Information Center Desk, 210 11<sup>th</sup> Avenue SW, Olympia

General Information			
Name of Activity			
Sponsoring Entity			
Primary Contact Person	Daytime Phone ( ) -	Email	
Secondary Contact Person (optional)	Daytime Phone ( ) -	Email	
On-Site Contact Person & Cell Phone # ( ) -			
Address	City	State	Zip Code -
Activity Details			
Location(s) Requested:		Estimated attendance:	Date(s) Requested (mm/dd/yyyy) to
Activity Begin Time : <input type="checkbox"/> AM <input type="checkbox"/> PM	Activity End Time : <input type="checkbox"/> AM <input type="checkbox"/> PM	Set up Begin Time : <input type="checkbox"/> AM <input type="checkbox"/> PM	Clean up End Time : <input type="checkbox"/> AM <input type="checkbox"/> PM
Sponsoring entity type? <input type="checkbox"/> GA Building Tenant <input type="checkbox"/> Other state agency <input type="checkbox"/> Other government entity <input type="checkbox"/> Nonprofit <input type="checkbox"/> All other			
Describe your requested activity (Activities may include but are not limited to training events, meetings, community events, fund raisers, press conferences, employee celebrations, ceremonies, exhibits, displays, and other similar activities):			
Are you planning to have audio? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will you need a 30-minute LOAD/UNLOAD parking pass? <input type="checkbox"/> YES <input type="checkbox"/> NO (Legislative Building load/unload only)	
Describe any services provided by General Administration that you will need (such as for equipment set-up or custodial services):		Will you be serving food? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## Read & Sign

First priority for the use of GA Building common conference room is for the state government needs of the GA Building tenants. If there would be no conflict with the GA Building tenant's needs, we will then process applications for the state government needs of non-tenants. Last priority is for other uses by the following order of priority and then on a first come, first served basis:

1. GA Building tenants
2. Other state agencies
3. Other government entities
4. Nonprofits

Only complete applications will be accepted. Submitting an application does not mean your activity is approved. You will be notified within 2 business days if your application has been approved or denied.

By completing and submitting this form, you are confirming that your information is true and complete and that you agree to the requirements of the Use Agreement. For hard copy, please sign below and return with a signed Use Agreement. For email or online, no signature is required. Call (360) 902-0990 for assistance.

PRINT Authorized Representative

Authorized Representative Signature

Date (mm/dd/yyyy)

## Completed by the Department of General Administration

Approved: ☐YES ☐NO

Approved with the following conditions:

Denied for the following reason:

Attachment? ☐YES ☐NO

PRINT Authorized GA Representative

Authorized GA Representative Signature

Date:

## Use Agreement

This Agreement is governed by the Department of General Administration (GA) Use of GA Common Conference Room Policy. The Use Permit (Permit) may contain requirements modifying or in addition to this Agreement.

1. Scheduling activities

- a. Requests are scheduled on a first come-first served basis pursuant to the Use of GA Common Conference Room Policy.
- b. You must use the Activity Application (application) to request use of the common conference room.

2. Authorized Representative and Point of Contact

You must designate a representative who is authorized to obligate you and who will be responsible for all coordination of your activity. You must also designate a point of contact that must be present and keep the permit with them during your activity. (Authorized representative and point of contact may be the same person.)

3. Duration of Activity

GA may set duration limits.

4. Denial of Application

GA may deny any application if the requested activity does not comply with any applicable laws, regulations, or policies.

5. Appeals

You may appeal the denial of your request in writing to the Deputy Director of GA within five (5) business days of the denial.

6. Costs

You are responsible for paying for any services provided by General Administration that you will need (such as for equipment set-up or custodial services). In order to effectively manage our services, you must submit your request for our services at least five (5) business days prior to your activity.

7. Set up/Clean up

- a. You must arrange with GA to set up and remove all items in a timely fashion, and without disrupting business or hindering access to the GA Building and rooms.
- b. GA reserves the right to specify, restrict, or inspect:
  - a. Locations and routes for deliveries and loading/unloading of materials;
  - b. Any materials, adhesives, or objects that may result in damage to any facilities, including its fixtures and artwork;
  - c. Any electrical equipment or rigging.
- c. You may not block fire exits or obstruct the efficient flow of pedestrian traffic at any time.
- d. You may not exceed audible sound levels of 85 decibels for interior activities.
- e. You must leave the GA Building in its original condition and appearance.

8. Publicity

You may not imply GA sponsorship of the activity in any publicity you issue.

9. Parking

You are responsible for parking costs.

- a. You must observe all [parking restrictions and regulations on the Capitol Campus](#).
- b. You must obtain advance approval from GA for any overnight parking, or for parking for large vehicles or trailers, on the Capitol Campus.

10. Compliance with Laws

You must comply with all applicable laws, regulations, codes, policies, and other similar requirements.

11. Cancellation

You must give GA advance notice as soon as possible in writing or by email if you cancel your activity. If you cancel less than three business days in advance of the scheduled date, you are responsible for any costs incurred by GA.

12. Photography, Portraits and Video/Filming

You must obtain advance approval from GA for any private or commercial photography, videotaping or filming. This does not apply to activities by print, online, or television news media or to the conduct of state government business.

13. Risk of Loss

- a. Except as required by law, GA is not responsible for any property damage or loss, nor any personal injury sustained during, or as a result of, your activity.
- b. You are responsible for any personal injury, vandalism, damage, loss, or other destruction of property caused to or by your activity.

14. Enforcement of Agreement

GA shall enforce this Agreement pursuant to the requirements in GA's Common Conference Room Policy. We may cancel a permit at any time if your activity does not comply with any applicable laws and rules or the terms of the permit. If your permit is cancelled and you persist in your activity, appropriate law enforcement action may be taken.

**Statement of Responsibility for Users of GA Building Common Conference Room(s)  
State of Washington Capitol Campus**

The sponsoring entity will be responsible for abiding by terms of use in this Agreement and will also be responsible for reimbursement of labor and materials costs incurred by the Department of General Administration which directly relates to the activity. A signature is not required if you submit this application via email. By submitting this application via email, you certify and warrant that you are agreeing to the terms and conditions of this Agreement.

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Authorized Representative (please print)

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Name of Organization

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Authorized Signature

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Date